

The CIMOR Administrative Release is scheduled to go onto production on February 13, 2006. With this release, remaining setup functions will be activated for use by DMH facilities and enrolling contract providers. Training will be offered beginning in mid-February to lead trainers at each organization. Details of those functions are provided below.

Property/Bed Management

Each facility or provider organization has been set up already in CIMOR by Central Office Contracts Unit staff. The organization parent sites and units are included in this setup. With the Administrative Release, facilities and providers can set up the wards, rooms, and beds. In CIMOR, inpatient procedures will be created from bed assignments. Therefore, it will be important to have the rooms and beds properly identified before consumer data can be converted or added to CIMOR.

In addition, an Area can be set up to serve as a way to indicate conference rooms, recreation rooms, or other resources that may need to be scheduled. In some instances, even a hallway may be used for bed locations, so this would also be recorded as an Area in CIMOR. Areas will also be used for reporting incidents.

Community Agencies

An organization will typically have certain local agencies that they have a relationship with in the process of serving consumers. These may include charitable organizations, local DFS offices, churches, YMCA, and other service providers. CIMOR's Community Agencies screens are available to identify those agencies so they can later be included as a resource for a consumer.

Consumer Groups

CIMOR Consumer Groups can be set up for scheduling purposes and group sessions such as counseling or case management. For example, a given practitioner could set up a group counseling session or a case management list, and assign all the consumers who will be participating. The group will eventually be used in billing, and the practitioner will be able to mark whether a consumer attended the session and enter notes that apply to each consumer's record.

Human Resources

State facility staff are available in CIMOR through a direct link to the SAM system. If a state facility contracts with a non-state employee, that resource must be added as a Contracted Worker in CIMOR.

Provider staff will need to be entered if they are considered a practitioner who delivers services to a consumer. Practitioner Groups will also be established to link to particular encounters and for reporting purposes.

Practitioner Qualifications are entered in CIMOR to record qualification data, such as specialties, degrees, group memberships, licenses, and certifications.

Insurance Plans

Insurance plans should be reviewed to assure all the plans needed for an organization have been entered.

CIMOR Business Owners will begin meeting on a monthly basis to prepare for CIMOR production releases. This group will be responsible for reviewing any change requests to CIMOR functionality and will develop a process for handling future requests. In addition, this group is responsible for general use of CIMOR by all end users as additional functions are put into production.